

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Business Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-582-4801-XXX		MCR / HCR D	
DIVISION / UNIT Division of Administrative Services Office of Business Services Contracts Management Branch		CLASSIFICATION TITLE Staff Services Manager II (Supervisory)			
		WORKING TITLE Staff Services Manager II (Supervisory)			
		TIME BASE / TENURE Perm/FT	CBID S01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE December 2022	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
Division of Administrative Services (DAS) is responsible statewide support services functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs.					
GENERAL STATEMENT					
The Office of Business Services (OBS) provides overall administration of the California Department of Corrections and Rehabilitation (CDCR) non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, reprographics, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. OBS ensures that departmental agreements are executed in compliance with State laws and regulations. OBS is comprised of the Business Management and Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as the CDCR Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.					
Under the direction of the Staff Services Manager (SSM) III, the incumbent is responsible for contract management activities in the Contracts Management Branch consisting of the following duties:					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
35%		Plans, oversees, and directs the functions of contracts; collaborates and coordinates with contract managers within the department. Provides vision and encourages effective customer service focus in the conduct of their duties; provides active leadership, direction, and guidance to ensure legal, efficient, and cost-effective contracts are awarded properly and objectively; counsels staff and initiates disciplinary actions as necessary; and sets priorities in consultation with Executive staff and evaluates work subordinate employee performance and unit performance; identifies training needs for staff development, evaluates work performances, participates in hiring process, and initiates appropriate disciplinary actions.			

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| 30% | Review and approve contracts and associated documents to ensure contract and related documents are compliant with all applicable State of California laws, policies, and procedures (e.g., Public Contract Code; Government Code; California Code of Regulations; State Administrative Manual and associated Management Memos; State Contracting Manuals Volumes Nos. 1, 2, and 3; other State policy requirements; and Contracting Handbook and contract delegation requirements). Designated authority to sign service orders and purchase orders. SSM II will review and approve contracts for the purpose of making recommendations to SSM III and Executives for signature. |
| 20% | Meet with upper management contract managers to oversee and provide overall coordination of the more complex contract issues; Provide direct consultative services to CMB staff on all aspects of contracting. Provide oversight on fiscal impacts and budget detail for contracts. Communicate and advise management on concerns about contract and purchase requests regarding law, policy, and compliance concerns; newly mandated program contract needs; ensures consistency in the use and development of bid proposals; serves as the liaison between the Department and control agencies to coordinate implementation of mandated activities; and oversees regulatory requirements of local, State and federal government. Perform the functions of a “super-user” for the FISCAL system for solicitations, contracts, and procurement. Create, review, and revise policies, processes, and procedures to reflect system changes. |
| 10% | Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. |
| 5% | Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Other duties as required, assigned by the Chief. |

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Occasionally - stands for periods of time to file/re-file, at the copy machine, fax machine or printer.

Walking: Occasionally - to file or copy documents or retrieve documents from the fax machine, from different office areas, hand deliveries.

Sitting: Frequently - at a desk or computer table.

Lifting: Occasionally - lifts files and weighing a few ounces up to 15 pounds each.

Carrying: Occasionally - this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Occasionally - stretches stoops/bends, kneels, and crouches to pull/re-file documents from the lower shelves in filing cabinets, move boxes, files, furniture, and open property received.

Reaching in Front of Body: Frequently - will be utilizing a keyboard and reaching for items such as the telephone, 10-key, files.

Reaching Overhead: Occasionally - reaches overhead to retrieve files and reference materials from file cabinets and shelving.

Climbing: Occasionally – portions of office are on the second floor of building - may use stairs if elevator not working.

Balancing: Occasionally- walking and holding files, small boxes or archive documents.

Pushing/Pulling: Occasionally - has to push/pull to open file drawers and desk drawers.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents, files and typing information into the computer, moving/opening file boxes, folders, small items in receiving.

Crawling: N/A

Driving: Occasionally – as needed to Headquarter, meetings, trainings, deliveries, etc.

Sight/Hearing/Speech: Adequate vision, hearing and to speak clearly are required to effectively perform the essential job duties.

Travel: Occasionally – to programs and Institutions statewide to conduct site visits, training, tours, meetings, etc.

WORK ENVIRONMENT

Position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.

This position is remote-centered (50% or more teleworking) position. Incumbent must live and work in California. Incumbent can be required to report to the office (9838 Old Placerville Rd. Sacramento, CA 95827) at any time. Telework agreements can be cancelled at any time.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Computers, printer, fax machine, photocopier, shredder, telephone, 10-key and usual office supplies.

WORK HOURS

Core office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE